

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 13</p> <p style="text-align: center;">Order Upload</p>

E-Orders provides the ability to upload PDF-formatted proposed orders directly into ECF. Orders uploaded in ECF can be electronically routed to and signed by the judge, without the need to print any paper. Additionally, attorneys and trustees can check the status of proposed orders uploaded to E-Orders. E-Orders is intended to replace the conventional process by which proposed orders are delivered to the court, except as otherwise specified in the court's Administrative Order implementing CM/ECF.

Uploading orders into the system begins the E-Orders process. Orders can be uploaded by two types of users—external and internal. The external users are the attorneys and trustees that work with the court and the internal users include all court personnel. Attorneys can only upload orders one at a time; however, Chapter 13 trustees and internal users can upload orders in batches, as well as one at a time. **Please do not submit a paper copy of any proposed order uploaded in E-Orders.**

Orders can be uploaded under both the bankruptcy and adversary heading in CM/ECF. The order must be associated with a specific case and related document except for batch and *sua sponte* orders, which may not be associated with a document. *Sua sponte* orders can only be uploaded by court personnel. Orders must be prepared according to the format instructions listed below.

Pre-Submission Format Requirements [also see Guidelines for Preparing Orders]

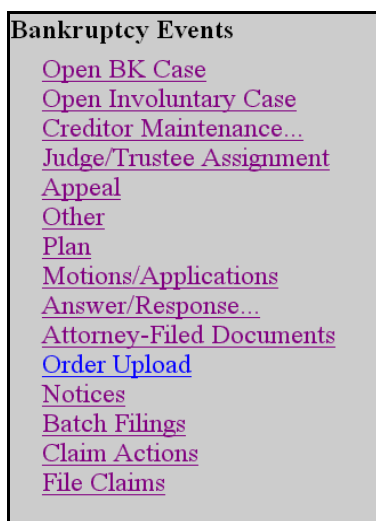
- Orders can **ONLY** be uploaded in PDF format and must contain a .pdf extension. No security should be applied to the PDF. If you use Adobe Acrobat Writer version 5 or greater, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process through the bankruptcy noticing center. E-Orders cannot electronically sign orders which have been created using Adobe Distiller 6.0 default settings.
- The top margin on the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one inch. Page size (and orientation) should be 8.5 x 11, portrait (note that this is not the same as 11 x 8.5 landscape).
- To assist the court in verifying that the “entire” body of the submitted order has been properly transmitted, the LAST LINE in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is complete.
- A line for the date and a signature line for the judge is omitted. All orders remitted electronically through E-Orders, will be signed electronically by the judge in the space provided by the top margin on the first page.

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- All orders shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the three (3) pound symbols (###).
- After the line containing the (3) pound symbols (###), list all parties who are to receive a conformed copy of the order and if the attorney submitting the proposed order is required to serve the order, include the following statement: [*submitting attorney's name*] is directed to serve copies of this order on the parties listed and file a certificate of service.

STEP 1 To begin the upload process you will need to open CM/ECF and click on the main heading of Bankruptcy or Adversary.

STEP 2 Click **Order Upload**.



STEP 3 Click **Upload Single**.



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STEP 4 Enter a case number, click **Next**. Enter related document number for which the order is being submitted (e.g., related motion) then click **Next**. If you do not know the number of the related document there are two ways to get the information:

- First, you may click on the case number hyperlink, which links to the docket sheet. Users should note that when clicking on this link the PACER login page will appear since there are costs associated with looking at the docket report.
- The second method is to click **Next** and the program will display the “**Category Search**” screen. The search criteria contains three values—Category, Filed date range, and/or Documents range. You **MUST** select a category from the list (the category will almost always be motion). In addition, you can narrow your search results by entering a filed date range and/or a range of document numbers (e.g., documents 1 to 10). The date should be entered in the following format: **mm/dd/yyyy**. After you have made your selections, click **Next**.

STEP 5 The next screen will display search results. If the document you are looking for is not listed, click the **Back** button on your browser to return to the search criteria screen and adjust it to encompass a wider search. In some instances only one document may be found and will automatically be selected for you. If the document appears in the list, click the box next to the date to select the document. Click **Next**.

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Upload a Single Order

Select the appropriate event(s) to which your event relates:

☒ 11/08/2004 [3](#) Motion for Relief from Stay and/or Adequate Protection [Fee Amount \$150] Filed by Creditor Sears and Rowboat (Falzone, Joe)

☐ 11/08/2004 [4](#) Motion to Extend Time to File Schedules and/or Plan Filed by Debtor Joe Debtor (Falzone, Joe)

Next Clear

STEP 6 Select a type of order from the **Order Type** drop down box. If the corresponding hearing date has been **held** on the document you filed or is **scheduled for future date**, enter data in the **Hearing Date** field. Click on the Browse Button to locate the PDF order to be uploaded (always remember to view the PDF before uploading). Click **Next** to submit.

Upload a Single Order

Case Number: 04-11185-RAM
Case Name: Joe Debtor
Related Document Number: 3
Related Document Description: Motion for Relief From Stay

Order Type:

Hearing Date: Examples: 03/19/2002 or 03/19/02

File to Upload: Browse...

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

Next Clear

STEP 7 A confirmation screen will appear indicating the selections you made during the upload process and that the PDF was successfully uploaded to the court. If you would like to view the PDF, click the PDF number hyperlink. If you made a mistake, please contact the clerk's office **immediately**. If you wish to continue to upload orders, click **Do it again**. If you have completed uploading orders, select another option from the blue **Main Menu Bar** or logout of the system.

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Upload a Single Order

The new pdf file [142.pdf](#) was uploaded and routed to CRD-Inbox folder successfully on 11/8/2004 -- 11:30 AM

Order Type: Hearing Held

Case Number: 04-11185-RAM

Case Name: Joe Debtor

Related Document Number: 4

Related Document Description: Motion to Extend Time to File Schedules/Plan

Hearing Date: 11/2/2004

[Do it again](#)

STEP 8 If an order has already been uploaded for the underlying document, prior to the confirmation screen above, the system will prompt the following:

Upload a Single Order

Warning: The following order(s) already exist for the same case and related document.

Case Info	Related Doc	Order
04-11185-RAM	3	
Joe Debtor	Motion for Relief From Stay	141.pdf
Ch 7	Filed: 11/08/2004	By Joe G. Falzone
	Hearing: 11/08/2004	11/08/2004
<input type="radio"/> Upload another order <input type="radio"/> Replace the original order(s) <input type="checkbox"/> Replace the order 141.pdf		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

In some instances an order may need to be replaced or a second order created. For example, after a hearing the judge may ask both attorneys to submit revised orders. The attorney submitting the original proposed order would replace their submission with the revised order and the other attorney would upload another proposed order related to the case. **However, an order cannot be replaced if the original order has been routed to the Judge for signature.** If this is the case, the system will inform you that your order cannot be replaced at this time. An external filer cannot replace an order uploaded by a different filer.

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If you choose to replace the order, then you must designate which order you are replacing by clicking the check box next to the corresponding order number. To help determine the order to be replaced, click on the PDF hyperlink. You can replace more than one order at a time by selecting multiple check boxes. Click **Next**. Enter order information (see step 5 above), then click **Next**.

ORDER QUERY: The Order Query function is available to all users to check the current status of an order(s) in the **Order Activity Report**. The query report allows a user to search for recently submitted orders relating to a specific case number. To access the **Order Query** function, click on **Reports** from the main CM/ECF menu, then click **Order Query**. Enter a case number then click **Next**. All recently uploaded E-Orders associated with the referenced case number will display in the report. From this screen, the docket report, proposed order and related motion are available for viewing.

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BATCH UPLOAD: (CHAPTER 13 TRUSTEE ONLY)

The Upload Batch feature allows Chapter 13 trustees and court personnel to upload multiple orders at one time. The program will ensure that Chapter 13 trustees can only upload orders for cases assigned to them. You must have the case number and PDF filename for each order before beginning the batch upload process. Each batch uploaded must contain the same Order Type and Order Description for each order in the batch.

After selecting **Order Upload** from the Bankruptcy Events screen, select **Upload Batch**. Enter the Order Type, Order Description, Hearing Date (if applicable), and the corresponding case numbers. If you select Hearing Held or Hearing Scheduled as the Order Type, you must fill in the Hearing Date field or you will not be able to continue with the upload process. In addition, the Hearing Date must be the same for each order. Next, type in the case numbers related to each order in the format xx-xxxxx. After each case number press the <Enter/Return> key to create a list of case numbers. There is no limit to the number of cases to include in this list, but we recommend that you enter no more than 50 numbers at a time. After entering all the case numbers, click **Next**.

Upload a Batch of Orders

Order Type: Chapter 13 Trustee Orders

Order Description: Order Confirming Uncontested Chapter 13 Plan

Hearing Date: 11/4/04 Examples: 03/19/2002 or 03/19/02

Case Number(s): 04-10905, 04-10906, 04-10908

Next Clear

The next screen prompts you to click on the **Browse** button to locate and select the PDF files containing the orders. After attaching the PDF files, click **Next** for submission.

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Upload a Batch of Orders

04-10905-AJC Eduardo A. Sanchez

04-10906-RBR clara alberta briggs

04-10908-AJC Jose M Guzman

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

A confirmation screen will appear, indicating that the PDF's were successfully uploaded to the court. If you would like to view the PDF's, click **Next**, then click on the corresponding PDF number hyperlink.

Upload a Batch of Orders

The following orders were uploaded and routed to CRD-Inbox folder successfully on 11/8/2004 - 3:47 PM

Order Type: Hearing Held

Order Description: Order Confirming Chapter 13 Plan

Hearing Date: 11/4/2004

04-10905-AJC, Eduardo A. Sanchez

04-10906-RBR, clara alberta briggs

04-10908-AJC, Jose M Guzman

Please click on **Next** button to view the uploaded documents.

Upload a Batch of Orders

04-10905-AJC Eduardo A. Sanchez new PDF file: [164.pdf](#)

04-10906-RBR clara alberta briggs new PDF file: [161.pdf](#)

04-10908-AJC Jose M Guzman new PDF file: [165.pdf](#)

[Do it again](#)